

AMENDMENT OF SOLICITATION/MODIFICATION ☐ CONTRACT

1. CONTRACT ID CODE

PAGE OF PAGES

1

2

2. AMENDMENT/MODIFICATION NO.

002

3. EFFECTIVE DATE

07/24/2014

4. REQUISITION/PURCHASE REQ. NO.

5. PROJECT NO. (If applicable)

6. ISSUED BY

CODE

HPOD

7. ADMINISTERED BY (If other than Item 6)

CODE

HPOD

US Environmental Protection Agency
Headquarters Procurement Operations
Ariel Rios Building
1200 Pennsylvania Avenue, NW
Washington DC 20460

8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code)

EASTERN RESEARCH GROUP, INC.
110 HARTWELL AVENUE
LEXINGTON MA 024213136

9A. AMENDMENT OF SOLICITATION NO.

9B. DATED (SEE ITEM 11)

X 10A. MODIFICATION OF CONTRACT/ORDER NO.

EP-W-11-053

0013

10B. DATED (SEE ITEM 13)

02/20/2014

CODE (b)(4)

FACILITY CODE

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

☐ The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers ☐ is extended. ☐ is not extended.

Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing Items 8 and 15, and returning _____ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGEMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. ACCOUNTING AND APPROPRIATION DATA (If required)

See Schedule

13. THIS ITEM ONLY APPLIES TO MODIFICATION OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.

CHECK ONE	
	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.
X	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).
	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:
	D. OTHER (Specify type of modification and authority)

E. IMPORTANT: Contractor ☒ is not, ☐ is required to sign this document and return 0 copies to the issuing office.

14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)

DUNS Number: (b)(4)

1. The purpose of this modification is to correct the amount stated for obligation within the previous modification 0001 under accounting code 14-15-B-58F7-101A46XQ3-2505-1458FC4773-001, from \$187,490.00 to \$87,490.00. The total obligated amount for this task order remains the same at \$187,490.00.

COR: Brian Cook

Alt COR: Michael Litwack

TOPO: Brian Cook

LIST OF CHANGES:

Reason for Modification : Other Administrative Action

CHANGES FOR LINE ITEM NUMBER: 1

Continued ...

Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER (Type or print)

16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print)

Faye Sas

15B. CONTRACTOR/OFFEROR

15C. DATE SIGNED

16

16C. DATE SIGNED

(Signature of person authorized to sign)

ELECTRONIC
SIGNATURE

07/24/2014

CONTINUATION SHEET

REFERENCE NO. OF DOCUMENT BEING CONTINUED

EP-W-11-013/002

PAGE OF

2

2

NAME OF OFFEROR OR CONTRACTOR

EASTERN RESEARCH GROUP, INC.

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	<p>CHANGES FOR ACCOUNTING CODE: 14-15-B-58F7-101A46XQ3-2505-1458FC4773-001 Amount changed from \$187,490.00 to \$87,490.00 Percent changed from 100 to 46.66382</p> <p>Delivery Location Code: OAR/OAP/CCD OAR/OAP/CCD US Environmental Protection Agency 1200 Pennsylvania Avenue NW Mail Code: 62107J OAP/CCD Washington DC 20460 USA</p> <p>Payment: RTP Finance Center US Environmental Protection Agency RTP-Finance Center (D143-02) 109 TW Alexander Drive Durham NC 27711</p> <p>FOB: Destination Period of Performance: 02/20/2014 to 04/30/2015</p>				

AMENDMENT OF SOLICITATION/MODIFICATION CONTRACT

1. CONTRACT ID CODE

PAGE OF PAGE

1

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2. AMENDMENT/MODIFICATION NO.

001

3. EFFECTIVE DATE

07/21/2014

4. REQUISITION/PURCHASE REQ. NO.

PR-OAR-14-01378

5. PROJECT NO. (If applicable)

6. ISSUED BY

CODE

HPOD

7. ADMINISTERED BY (If other than Item 6)

CODE

HPOD

US Environmental Protection Agency
Headquarters Procurement Operations
Ariel Rios Building
1200 Pennsylvania Avenue, NW
Washington DC 20460

8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code)

EASTERN RESEARCH GROUP, INC.
110 HARTWELL AVENUE
LEXINGTON MA 024213136

9A. AMENDMENT OF SOLICITATION NO.

9B. DATED (SEE ITEM 11)

10A. MODIFICATION OF CONTRACT/ORDER NO.

EP-W-11-053

0013

10B. DATED (SEE ITEM 13)

02/20/2014

CODE (b)(4)

FACILITY CODE

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

- ☐ The above numbered solicitation is amended as set forth in item 14. The hour and date specified for receipt of Offers ☐ is extended, ☐ is not extended.
Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing items 8 and 15, and returning _____ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGEMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. ACCOUNTING AND APPROPRIATION DATA (If required)

See Schedule

Net Increase:

\$87,490.00

13. THIS ITEM ONLY APPLIES TO MODIFICATION OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.

CHECK ONE	
	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.
X	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).
	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:
	D. OTHER (Specify type of modification and authority)

E. IMPORTANT: Contractor ☒ is not, ☐ is required to sign this document and return 0 copies to the issuing office.

14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)

DUNS Number: (b)(4)

1. The purpose of this modification is to obligate the last increment of funding in the amount of \$87,490.00 in order to fully fund this task order at a total dollar threshold of \$187,490.00. The task order ceiling is increased by \$87,490.00, from \$100,000.00 to \$187,490.00. The task order is fully funded through its completion date of 30 April 2015.

2. In addition, re-assign the role of Contracting Officer's Representative (COR) to Brian B. Cook, and the role of Alternate Contracting Officer's Representative (Alt COR) to Michael Litwack for the duration of this task order.

TOPO: Brian Cook

Continued ...

Except as provided herein, all terms and conditions of the document referenced in item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER (Type or print)

16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print)

Faye Sas

15B. CONTRACTOR/OFFEROR

15C. DATE SIGNED

16C. DATE SIGNED

(Signature of person authorized to sign)

ELECTRONIC
SIGNATURE

07/21/2014

CONTINUATION SHEET

REFERENCE NO. OF DOCUMENT BEING CONTINUED

EP-W-11-05-1113/001

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OF

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NAME OF OFFEROR OR CONTRACTOR

EASTERN RESEARCH GROUP, INC.

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	<p>LIST OF CHANGES:</p> <p>Reason for Modification : Funding Only Action Obligated Amount for this Modification: \$87,490.00 New Total Obligated Amount for this Award: \$187,490.00 Incremental Funded Amount changed: from \$100,000.00 to \$187,490.00 Contracting Officer Representative changed from Katherine Sibold to Brian B Cook</p> <p>TOCOR (Task Order Contracting Officer's Representative) changed to : Brian Cook Alternate COR/Project Officer changed to : Michael Litwack CHANGES FOR LINE ITEM NUMBER: 1 Obligated Amount for this modification: \$87,490.00 Incremental Funded Amount changed from \$100,000.00 to \$187,490.00</p> <p>CHANGES FOR ACCOUNTING CODE: 14-15-B-58F7-101A46XQ3-2505-1458FC4600-001 Account code changed from 14-15-B-58F7-101A46XQ3-2505--1458FC4600-001 to 14-15-B-58F7-101A46XQ3-2505-1458FC4600-001</p> <p>NEW ACCOUNTING CODE ADDED: Account code: 14-15-B-58F7-101A46XQ3-2505-1458FC4773-001 Beginning Fiscal Year 14 Ending Fiscal Year 15 Fund (Appropriation) B Budget Organization 58F7 Program (PRC) 101A46XQ3 Budget (BOC) 2505 Job # (Site/Project) Cost Organization DCN-LineID 1458FC4773-001 Quantity: 0 Amount: \$187,490.00 Percent: 100 Subject To Funding: N Payment Address:</p> <p>Delivery Location Code: OAR/OAP/CCD OAR/OAP/CCD US Environmental Protection Agency 1200 Pennsylvania Avenue NW Continued ...</p>				

CONTINUATION SHEET

REFERENCE NO. OF DOCUMENT BEING CONTINUED

EP-W-11-053/0 001

PAGE OF

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8

NAME OF OFFEROR OR CONTRACTOR

EASTERN RESEARCH GROUP, INC.

ITEM NO: (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	Mail Code: 62107J OAP/CCD Washington DC 20460 USA Payment: RTP Finance Center US Environmental Protection Agency RTP-Finance Center (D143-02) 109 TW Alexander Drive Durham NC 27711 FOB: Destination Period of Performance: 02/20/2014 to 04/30/2015				

1. DATE OF ORDER 02/20/2014		2. CONTRACT NO. (If any) EP-W-11-053		6. SHIP TO: a. NAME OF CONSIGNEE OAR/OAP/CCD	
3. ORDER NO. 0013		4. REQUISITION/REFERENCE NO. PR-OAR-14-00418			
5. ISSUING OFFICE (Address correspondence to) HPOD US Environmental Protection Agency Headquarters Procurement Operations Ariel Rios Building 1200 Pennsylvania Avenue, NW Washington DC 20460				b. STREET ADDRESS US Environmental Protection Agency 1200 Pennsylvania Avenue NW Mail Code: 62107J OAP/CCD	
				c. CITY Washington	e. ZIP CODE 20460
7. TO: a. NAME OF CONTRACTOR EASTERN RESEARCH GROUP, INC.				f. SHIP VIA	
b. COMPANY NAME				8. TYPE OF ORDER <input type="checkbox"/> a. PURCHASE <input checked="" type="checkbox"/> b. DELIVERY	
c. STREET ADDRESS 110 HARTWELL AVENUE				REFERENCE YOUR: Please furnish the following on the terms and conditions specified on both sides of this order and on the attached sheet, if any, including delivery as indicated.	
d. CITY LEXINGTON					
e. STATE MA				f. ZIP CODE 024213136	
9. ACCOUNTING AND APPROPRIATION DATA See Schedule				10. REQUISITIONING OFFICE OAR/OAP/CCD	
11. BUSINESS CLASSIFICATION (Check appropriate box(es))					
<input type="checkbox"/> a. SMALL <input checked="" type="checkbox"/> b. OTHER THAN SMALL <input type="checkbox"/> c. DISADVANTAGED <input type="checkbox"/> d. WOMEN-OWNED <input type="checkbox"/> e. HUBZone <input type="checkbox"/> f. SERVICE-DISABLED VETERAN-OWNED <input type="checkbox"/> g. WOMEN-OWNED SMALL BUSINESS (WOSB) ELIGIBLE UNDER THE WOSB PROGRAM <input type="checkbox"/> h. EDWOSB					
12. F.O.B. POINT Destination					
13. PLACE OF		14. GOVERNMENT B/L NO.		15. DELIVER TO F.O.B. POINT ON OR BEFORE (Date)	
a. INSPECTION Destination		b. ACCEPTANCE Destination		16. DISCOUNT TERMS	

17. SCHEDULE (See reverse for Rejections)						
ITEM NO. (a)	SUPPLIES OR SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
	DUNS Number: (b)(4) The total estimated cost of the task order entitled, "Greenhouse Gas Reporting Program (GHGRP) Outreach and Communication Support" is \$187,490 with a level of effort of 1,690 direct labor hours and a period of Continued ...					

18. SHIPPING POINT		19. GROSS SHIPPING WEIGHT		20. INVOICE NO.		17(h) TOTAL (Cont. ages)
21. MAIL INVOICE TO:						
a. NAME RTP Finance Center						\$0.00
b. STREET ADDRESS (or P.O. Box) US Environmental Protection Agency RTP-Finance Center Mail Drop D143-02 109 TW Alexander Drive						
c. CITY Durham						\$187,490.00
d. STATE NC						
e. ZIP CODE 27711						17(i) GRAND TOTAL

22. UNITED STATES OF AMERICA BY (Signature) 02/20/2014 		23. NAME (Typed) Faye Sas TITLE: CONTRACTING/ORDERING OFFICER	
ELECTRONIC SIGNATURE			

ORDER SUPPLIES OR SERVICES

PAGE NO

S SCHEDULE - CONTINUATION

2

IMPORTANT: Mark all packages and papers with contract and/or order numbers.

DATE OF ORDER

CONTRACT NO.

ORDER NO.

02/20/2014

EP-W-11-053

0013

ITEM NO. (a)	SUPPLIES/SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
0001	<p>performance from the effective date of award through 30 April 2015. Incremental funding in the amount of \$100,000.00 is obligated to this task order with \$87,490.00 required for obligation in order to fully fund this task order. Contractor incurred expenses shall not exceed the obligated amount of \$100,000.00.</p> <p>COR: Katherine Sibold TOPO: KATHERINE SIBOLD Admin Office: HPOD US Environmental Protection Agency Headquarters Procurement Operations Ariel Rios Building 1200 Pennsylvania Avenue, NW Washington DC 20460</p> <p>Accounting Info: 14-15-B-58F7-101A46XQ3-2505---1458FC4600-001 BFY: 14 EFY: 15 Fund: B Budget Org: 58F7 Program (PRC): 101A46XQ3 Budget (BOC): 2505 DCN - Line ID: 1458FC4600-001 Period of Performance: 02/20/2014 to 04/30/2015</p> <p>New task order award to ERG (EP-W-11-053) in the amount of \$187,490 (1690 hours) for outreach and communications support for GHGRP. This award is for the entire period of performance (date of award until April 15, 2015).</p> <p>The obligated amount of award: \$100,000.00. The total for this award is shown in box 17(i).</p>					

TOTAL CARRIED FORWARD TO 1ST PAGE (ITEM 17(H))

\$0.00

AUTHORIZED FOR LOCAL REPRODUCTION
PREVIOUS EDITION NOT USABLEOPTIONAL FORM 348 (Rev. 4/2006)
Prescribed by GSA FAR (48 CFR) 53.213(f)

Attachment 3: Statement of Work

Title: GHG Reporting Program: Outreach and Communications Support

Contract Number: EP-W-11-052/053/054/055

Estimated Period of Performance: 12 month period of performance

Estimated Level of Effort: 1,690 direct labor hours

Task Order Project Officer (TOPO): Katherine Sibold
U.S. Environmental Protection Agency
1200 Pennsylvania Ave, NW (6207J)
Washington, DC 20460
Phone: (202) 343-9280
Fax: (202) 343-2202
Email: sibold.katherine@epa.gov

Alternate TOPO: TBD
U.S. Environmental Protection Agency
1200 Pennsylvania Ave, NW (6207J)
Washington, DC 20460
Phone: (202) 343-XXXX
Fax: (202) 343-2202
Email: TBD

Contracting Officer (CO): Faye Sas
U.S. Environmental Protection Agency
1200 Pennsylvania Ave, NW (3803R)
Washington, DC 20460
Phone: (202) 564-2669
Fax: (202) 565-2554
Email: sas.faye@epa.gov

I. INTRODUCTION

The GHG Reporting Branch (GGRB) has the responsibility of implementing the Greenhouse Gas Reporting Rule which is codified at 40 CFR Part 98 (Part 98).

This Task Order (TO) is intended to support EPA with implementation activities associated with outreach, training and communication of Part 98. Specifically, it is intended to support the COR with Webinars/Workshops/Training Programs (Task 2), Communications and Outreach documents for Stakeholders and the Public (Task 3), Quick Turnaround Efforts (Task 4) and Drupal Conversion/Transition (Task 5).

The Contractor will be required to use Confidential Business Information (CBI) in the performance of this work effort. Contractor handling of CBI must be performed in accordance

with the requirements set forth in the GHGRP CBI policy.

II. BACKGROUND

In response to the FY2008 Appropriations Act (HR2764; Public Law 110-161), EPA promulgated Part 98 which requires annual reporting of GHG data from certain sources and suppliers in the United States. Following publication of the final rule (74 FR 56260) on October 31, 2009 for 29 source categories and an additional 12 source categories in 2010 (75 FR 39736, 75 FR 74458, 75 FR 74774, 75 FR 75060), EPA started collecting GHG data through its electronic GHG reporting tool (e-GGRT) and publishing data using the GHG publication tool. Throughout this time, the GHGRP staff has conducted extensive outreach to stakeholders and other interested groups through workshops, webinars, the GHGRP website, and direct contact through phone calls and emails. This work is expected to continue to ensure EPA is reaching all reporters that are covered by the GHGRP and to encourage use of the GHG data by various groups.

III. STATEMENT OF WORK TASKS

Task 1: Project Management

The Contractor shall provide project management under this task, and shall submit a Monthly Status Report to EPA's COR in accordance with the Project Reporting section below. During the Period of Performance, the Contractor shall immediately inform the COR and CO by telephone and/or email of any problems that may impede performance along with any corrective action needed by the EPA or the Contractor to solve the problem.

Under this task, the Contractor shall also attend a kick-off meeting as directed, either via conference call or in person, whichever is most cost-effective to the U.S. Government, to discuss the goals and strategy for completing the deliverables. This kick-off meeting will serve as a brainstorming session to clarify the EPA's need for support of outreach, training and communication need, provide any necessary background material, solicit ideas and feedback on new approaches from the Contractor, as well as formulate ideas for work to be completed by the Contractor under the Tasks listed below. The Contractor will submit monthly status reports and participate in update calls as scheduled by the COR. The Contractor will also attend a wrap-up meeting at the end of the Period of Performance to discuss work completed under the Tasks in Section III.

Deliverables and schedule under Task 1

	Task 1 Deliverable	Due Date
Task 1.1	Attend kick-off meeting;	Within 1 week of receiving the Task Order
Task 1.2	Monthly Status Report	By 10 th business day each month
Task 1.3	Update calls	As scheduled
Task 1.3	Attend End of POP meeting	At least 2 weeks prior to end of POP, per COR direction

Task 2: Webinar/Workshops/Training programs

1. Under this Task, the Contractor shall provide website registration, attendance information, follow-up emails as directed, and GO TO WEBINAR (or similar) technical support for an estimated 40 webinars/meetings/workshops/training programs. The objective of the webinars/workshops/training programs would be, for example, to help reporters understand reporting requirements, to support public hearings, or to assist/encourage use of the published GHG data.
2. Providing meeting facilitation for public hearings or training sessions (e.g., providing registration/sign in support as needed, ensuring AV equipment is available and functioning, providing copies of materials, taking meeting notes/transcripts as needed, addressing logistical questions).
3. Preparing meeting notes, additional FAQs, and slides as needed to improve training needs.

Deliverables under Task 2

	Task 2 Deliverable	Due Date
Task 2.1	Set up webinars/meetings/training sessions as directed by the COR (expected to be approximately 40 sessions)	Within 1 week of notification by COR
Task 2.2	Meeting Facilitation	As directed by COR
Task 2.3	Meeting Notes	Include in monthly status report or as directed by COR

Task 3: Communications and Outreach Support to Stakeholders

The Contractor shall also provide outreach and communication support for the implementation of the GHGRP. This will include, but is not limited to:

1. Developing support materials such as issue papers, information sheets and checklists, training scripts/slides, guidance documents, list-serves, blogs, newsletters, FAQs, briefings, and other materials as needed, including materials for the GHGRP website; scrubbing GHG data to check for CBI prior to publication; preparing files for download including data aggregation and sector reports; keeping website up-to-date with new materials and making recommendations to the COR for keeping website fresh and interesting; incorporating use of social media as appropriate; and improving website for greater ease of use that may include reworking pages.
2. Providing support through a Help Desk to answer questions. Utilizing JIRA, the product for issue tracking and product management, at the direction of the COR.
3. Revising the applicability tool for use by industry to help determine their applicability under the emissions threshold in the proposal. Developing other tools to assist stakeholders or the public as directed by the COR.
4. Making calls to the reporting community as directed by the COR

Deliverables under Task 3

	Task 3 Deliverable	Due Date
Task 3.1	Support Documents and website improvements	As directed by COR
Task 3.2	Hotline/Help Desk Support	On going

Task 3.3	Applicability tools	Draft guidance for applicability tools within 1 month of modification date
Task 3.4	Calls to stakeholders	As directed by COR

Task 4: Quick Turn Around

Under this Task, the Contractor shall provide expert support to the COR and respond to requests related to outreach for presentation materials, meetings/workshops/training, conferences, technical briefings, response for comment and other analyses and communication/outreach, often on a quick turn-around basis. This task has been provided in recognition of the significant amount of work associated with implementation in a short time period and that unforeseen issues may arise. This task is expected to not exceed 200 hours.

Deliverables under Task 4.

	Task 4 Deliverable	Due Date
Task 4.1	No work should be undertaken or travel initiated under this Task until a technical directive (TD) has been issued by the COR.	Due dates will be determined in the TD.

Task 5: Drupal Conversion/Transition

Under this Task, the Contractor shall manage and implement the transition to Drupal, the open source content management system being adopted by EPA, for the GHGRP website. The Contractor shall be very familiar with EPA's web guide and specifically with the style, navigation, and technical requirements built into EPA's Drupal template. This task will require the Contractor to work with the COR and other relevant EPA staff (e.g. Office of Environmental Information) to manage the transition as efficiently as possible. EPA's Drupal template has been built with strict requirements for styles, navigation, and treatment of photos, pdfs, and other downloadable documents. Since these requirements are stricter than previous guidelines, converting to Drupal may require a significant reorganization or redesign of the site, or workarounds to mimic current styles and functionality within the new template. Under this task, the Contractor will work with the COR to summarize the changes that are needed to convert the current site to Drupal, develop a strategy for conversion, create wireframes that mock up any needed changes in navigation and styles (this may be an iterative process depending on EPA staff and management review), and rebuild the site in Drupal according to the final, approved wireframes. As needed, the Contractor will communicate with CCD and the Office of Environmental Information on troubleshooting, workarounds, or building new modules in Drupal to achieve the desired functionality for the site.

Deliverables under Task 5.

	Task 5 Deliverable	Due Date
Task 5.1	No work should be undertaken or travel initiated under this Task until a technical directive (TD) has been issued by the COR.	Due dates will be determined in the TD.

IV. PROJECT REPORTING

Monthly Status Reports: MONTHLY

Distribution of Deliverables: ELECTRONIC COPY TO COR

V. PERIOD OF PERFORMANCE

The period of performance for this Task Order is from the date of award through April 30, 2015.